Chacewater
Parish Council

Chacewater WI Hall
The Square
Chacewater
Truro
Cornwall
TR4 8PY

Tel: 07948 335193
Email: daniel.martin@chacewater-pc.gov.uk

Parish Clerk and Responsible Financial Officer
20 Hours per week

Salary: Spinal Points SCP 30 (circa £21per hour – £22 per hour) (£40,777 - £42,123) pro rata) subject to experience and qualifications, plus eligibility to join Local Government Pension Scheme. (salary in accordance with NALC & SLCC recommended rates)

Chacewater Parish Council is looking for a self-motivated, dedicated and proactive Clerk and Responsible Financial Officer to help ensure the smooth running of the council. The position is for 20 hours per week, split between home working and attendance at meetings.

The Clerk is responsible for managing the Council's day to day business, providing advice and implementing decisions. Management of the council's finances and resources including community assets.

The council is looking for someone with proven strong administration, finance and interpersonal skills, an ability to advise the council on the statutory frameworks within which it operates and be able to priorities their work.

The candidate will ideally possess the Certificate in Local Council Administration, but the right candidate could commence this qualification after 12 months of holding the post.

Any questions or for an informal chat about the role please contact Daniel Martin, Vice-Chair.
email daniel.martin@chacewater-pc.gov.uk phone 07948 335193

To apply please email a completed application form by **Wednesday 25th November 2026** at 12pm midday to: daniel.martin@chacewater-pc.gov.uk

Interviews are expected to be held the week starting Monday 30th November.

For details and an application follow the link to Chacewater Parish Council website.

The Council reserve the right to withdraw the job listing ahead of the advertised closure date.